

# SAMPLE NTO INDIVIDUAL SERVICES STRATEGY (ISS) FOR NON-MANDATORY CUSTOMERS

**Participant:** Wanda B. Working      **Start Date:** April 13, 1999      **Page:** 1 of ISS

**MATC Staff & Phone:** Mary Knight, 246-5286      **Other Staff & Phone:** Joy Wiggert

**Long Term Goal:** Obtain an apprenticeship employment position in a construction trade.

**Short Term Goal:** Apply for, enter, and complete a NTO pre-employment preparation program to build skills towards an apprenticeship in the construction trades.

**Alternatives:** Obtain immediate entry level NTO employment (not an apprenticeship) that will build skills towards applying for an apprenticeship.

STEPS TOWARDS GOALS	Timeline	Results	Completion Date
1. Attend 3 hour <i>Women in Trades &amp; Technology Career Information Session</i>			
2. Attend 2 hour <i>WITT CIS Assessment Session</i>			
3. Attend 1 hour <i>WITT programs interview</i>			
4. Collect and deliver program eligibility paperwork to program staff			
5. Arrange primary and back-up childcare			
6. Attend and complete WITT pre-employment preparation workshop 12 hrs/wk for 8 weeks			
7. Attend ABE to work on remedial math skills at least 3 hours/week			
8. Schedule post prep program job counseling session with case manager to complete new nontraditional functional style resume			
9. Begin attending monthly tradeswomen's support and networking group to learn more about individual employers who may hire			
10. Apply to Joint Apprenticeship Committee for apprenticeship job; complete application, testing, and interview process			
11. Begin job search for apprentice employer			
12. Arrange childcare, transportation, and other supportive services needs prior to employment			
13. Start apprenticeship			
14. Contact case manager to obtain job retention assistance and notify of placement			

**Barriers to Meeting Goals:** 1) Need stable childcare provider and funding assistance, 2) Need to work on basic math skills.

**Necessary Participant Support & Sources:** Childcare funding and start-up tools from XYZ org.

**Measures of Success:** Attain 90% attendance rate in prep program; 12.9 math skills.

**Participant's Signature & Date:** \_\_\_\_\_

**Staff (JTPA) Signature & Date:** \_\_\_\_\_

**Next ISS Update Scheduled on:** \_\_\_\_\_